

**RESPIRATORY CARE PRACTITIONERS EXAMINING COUNCIL  
APRIL 26, 2005  
MEETING MINUTES**

**PRESENT:** Susan Evans, RT, Ann Johnson, RRT, Ann Meicher, RT, Edward Winga, MD

**STAFF:** Tom Ryan, Bureau Director; Lydia Bridge, Bureau Assistant; and Colleen Baird, Legal Counsel

**CALL TO ORDER**

Chair Susan Evans called the meeting to order at 9:01 a.m.

**WELCOME NEW MEMBERS**

Tom Ryan welcomed the new members of the examining council and informed members about his duties as Bureau Director and Colleen Baird's role as Legal Counsel.

**APPROVAL OF AGENDA**

**MOTION:** Edward Winga moved, seconded by Ann Meicher, to approve the agenda as written. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 12, 2004**

**MOTION:** Susan Evans moved, seconded by Edward Winga to approve the minutes of October 12, 2004 as written. Motion carried unanimously.

**ELECTION OF OFFICERS**

**MOTION:** Ann Johnson moved, seconded by Edward Winga to appoint Susan Evans as Chair of the Board. Motion carried unanimously.

**MOTION:** Edward Winga moved, seconded by Susan Evans, to appoint Ann Johnson as Vice Chair of the Board. Motion carried unanimously.

**MOTION:** Edward Winga moved, seconded by Susan Evans to appoint Ann Meicher as Secretary of the Board. Motion carried unanimously.

### **CREDENTIAL LIAISON**

**MOTION:** Edward Winga moved, seconded by Ann Meicher, to appoint Susan Evans as the credentialing liaison. Motion carried unanimously.

### **BOARD TRAVEL LIAISON**

**MOTION:** Edward Winga moved, seconded by Ann Johnson, to appoint Susan Evans as the board travel liaison. Motion carried unanimously.

### **ADMINISTRATIVE REPORT**

#### **Hotels – Department Policy for No-Shows**

Tom Ryan clarified the Department's policy that if a Board member is not going to use a reserved hotel room, it is the responsibility of the Board member to cancel the room by calling the hotel themselves. If the room is not cancelled and the Department is billed for the room, it is the responsibility of the Board member to pay the bill.

#### **Travel and Speaking Policies**

Mr. Ryan explained the Department's out-of-state travel policy and advised the Board that the Department will fund one Board member for one meeting in a fiscal year, upon a motion made by the Board designating its representative and upon Department approval.

The Board received a copy of the Office of State Employment Relations Pocket Travel Brochure and other informational documents relating to travel.

#### **2005 Meeting Dates – Informational**

Noted.

#### **Change to Code Book Process**

All code books are now posted on DRL's website. Hard copies and CD ROMS can be purchased through DOA Document Sales.

#### **Meeting Dates**

Noted.

### **Budget Update**

Tom Ryan informed the Council that building renovations have been finalized and work has started on the new space. The move is expected to take place sometime this fall.

### **INFORMATIONAL ITEMS**

None.

### **CLOSED SESSION**

**MOTION:** Ann Johnson moved, seconded by Ann Meicher, to convene into closed session to deliberate on case(s) following hearing (Wis. Stat. § 19.85 (1) (a)); consider closing disciplinary investigation(s) with administrative warning(s) (Wis. Stat. § 19.85 (1) (b) and 440.205); to consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f)); and to confer with legal counsel (Wis. Stat. § 19.85 (1) (g)). Motion carried by roll call vote: Susan Evans-yes; Ann Johnson-yes; Ann Meicher-yes; Edward Winga-yes.

### **OPEN SESSION**

**MOTION:** Edward Winga moved, seconded by Ann Meicher, to reconvene into open session at 11:50 a.m. Motion carried unanimously.

### **VOTING ON ITEMS DELIBERATED ON IN CLOSED SESSION**

### **EXAMINATION ISSUES**

**MOTION:** Ann Johnson moved, seconded by Ann Meicher, to validate examination scores. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Ann Meicher moved, seconded by Ann Johnson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:00 p.m.

**Next Meeting: November 15, 2005**